

**Part I: Scribing Protocol for Text-Dependent Analysis on NeSA-English Language Arts**

**Part II: Transcription Protocol for Text-Dependent Analysis on NeSA-English Language Arts**

**Part III: Submitting Scribed and/or Transcribed Responses**

Paper/pencil and online modes may not be combined on NeSA-ELA. For example, students cannot respond online for ELA selected response items and then respond to the TDA paper/pencil.

Students may not have a paper/pencil text booklet while responding online.

**Part I: Scribing Protocol for Text-Dependent Analysis on NeSA-English Language Arts**

A. Scribes may be used for students who are provided scribing during their regular instruction, according to their IEPs or 504 plans. Scribing may be used for the Text Dependent Analysis on the NeSA-English Language Arts tests only. Scribes cannot be used for completing pre-writing activities. (A student who is in an emergency situation such as having a broken arm may use a scribe, even though the process is not part of the student's regular classroom instruction.)

- If the student is participating in NeSA-ELA online, the adult scribes into the online NeSA-ELA text-box.
- If the student is participating on NeSA-ELA paper/pencil, the adult scribes into the paper/pencil text-box.
- For both online and paper/pencil, the adult may also scribe on blank paper or word processor and transcribe the final draft to the online or paper/pencil TDA textbox on the NeSA-ELA test (See Transcription Protocol).

**B. Process for Scribe Accommodator:**

1. Scribe writes verbatim what student says.
2. Student dictates sentences or paragraphs in the same manner used during instruction.
3. Student is responsible for punctuation and may indicate punctuation in two different ways.
  - a. A student may punctuate as he dictates. For example: when stating the sentence, "The cat ran." The student will say, "The cat ran period."
  - b. A student may dictate more than one sentence at a time and add punctuation after the fact when given the scribed sentences to proofread.
4. Student must specify capitalization in these cases:
  - a. The first letter at the beginning of a sentence if the student has not indicated punctuation ending the previous sentence. For example: if the student said, "The cat ran. The cat jumped." The scribe would write "The cat ran the cat jumped."
  - b. Other capitalization (e.g., capitalization of proper nouns, acronyms, etc.)

**C. Student Edits to Own Response:**

1. Once the scribe has completed the response as the student has dictated, the scribe will show the student the written document.
  - a. Either the student may make own edits or
  - b. The student may indicate edits to the scribe.
2. Scribe may NOT suggest edits to the student or influence the editing in any way.
3. Student is to be given the opportunity to review his or her responses in the way that the student prefers:
  - a. Student may review the written or typed response on paper or on the computer screen.
4. Student may proofread to add punctuation and may change any capitalization or spelling he wishes even if it is incorrect.
5. The student may dictate any changes to the scribe, including but not limited to wording or punctuation. The scribe will make those changes exactly as dictated by student.

**D. Additional Guidelines:**

1. Acceptable actions:
  - a. The scribe may ask “Are you finished?”
2. Unacceptable actions:
  - a. The scribe cannot tell the student if he is doing things correctly.
  - b. The scribe cannot answer questions related to the content.
  - c. The scribe cannot alert the student to mistakes made.
  - d. The scribe cannot prompt the student in any way that would result in a better response.
  - e. The scribe must avoid nonverbal cluing.
  - f. The scribe cannot influence the student’s response in any way.
3. Special considerations when scribing for a student using American Sign Language (ASL) or cued speech:
  - a. When ASL is being used during scribing, the scribe may ask clarifying questions regarding the use of classifiers.
  - b. The scribe will make conceptual translations for ASL to written English.
  - c. The scribe will write exactly what is heard. Probing or clarifying questions are not allowed. For students using ASL, classifiers are permitted. Classifiers give descriptive information about a noun or verb such as: location, kind of action, size, shape and manner.

**E. See Part III: Submitting Scribed and/or Transcribed Responses**

## **Part II: Transcription Protocol for Text-Dependent Analysis on NeSA-English Language Arts**

- A. **Transcriptions may be used for students who are provided accommodations during their regular instruction, according to their IEPs or 504 plans, which result in a transcription on NeSA-ELA.**
- B. **Process**
- If the student is participating **paper/pencil**:
    1. Have student complete the selected response items.
    2. Have student use the booklet to see the reading passage(s) and prompt associated with the TDA.
    3. If the student is using a word processor, have one available in the secure testing situation. Student may not change or work on selected response items from the test while using the word processor.
    4. Teacher/test administrator will transcribe the student response verbatim into the Paper/Pencil booklet.
    5. Keep test booklet secure at all times.
  - If the student is participating **online**:
    1. Have student complete the selected response items.
    2. Have student view the screen to see the reading passage(s) and prompt associated with the TDA.
    3. If the student is using a word processor, have one available in the secure testing situation. Students may not change or work on selected response items from the test while using the word processor.
    4. Teacher/test administrator will transcribe the student response verbatim into the online test engine.
    5. Keep test items and the computer on which the test is available secure at all times.
- C. **If an accommodation that a student has requires the use of an adult scribe, follow the Scribing Protocol for NeSA-ELA Text-Dependent Analysis.**
- D. **See Part III: Submitting Scribed and/or Transcribed Responses**

### **Part III: Submitting Scribed and/or Transcribed Responses**

A. For each Text-Dependent Analysis:

1. Complete a scribe/transcription form.
2. Attach the original student draft to the completed scribe/transcription form.
3. Submit the stapled packet to DRC in the red envelope.
4. If the response was scribed directly into the booklet or online engine, send only the completed scribe/transcription form.
5. Do not send paper/pencil test booklets in the red envelope.

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